# Common Keyboard Shortcuts in Windows

Key                                          Effect

- Windows E -                                Open Windows Explorer.

- Windows R -                                Open the Run Dialog Box.

- Windows U -                                Shows up The Utility Manager (Magnifier,
  Narrator and On-                           Screen Keyboard).

- Windows D -                                Shows up Desktop.

- Windows F F3 -                             Open up the Search        Window.

- Windows L -                                Lock the computer.

- Windows M -                                Minimize everything.

- Windows B -                                Focus Keyboard on taskbar. tap Tab to
  switch between sections

- Windows Pause/Break -                      Open the System Properties window
  (Same as "My Computer --Properties).

# Common Keyboard Shortcuts in Windows

- Hold Alt - hit Tab once - Shows a pop up with the icons of the currently running applications. While holding Alt hit Tab again and again to highlight the application. Release Alt to switch to the application.

- Alt + Esc Switch between applications.

- Alt + F4 Close application or even pop up shutdown window when the keyboard focus is on desktop.

- F1 Windows Help or the help documentation of the selected application

- F2 Rename (file)

- F4 Drops down the address bar.

- F5 Refresh

- Num Lock + * (Star) expands the directory tree of the selected folder in windows explorer.

- Num Lock + - (minus) Collapses the directory tree of the selected folder in windows explorer

- Ctrl + Esc Opens the Start menu (same as pressing the windows button once)

- Ctrl ' + Shift + Esc opens task manager

# Common Keyboard Shortcuts in Windows

In Internet Browsers

- Open a new tab with Ctrl T.

- Open a new window with Ctrl N .

- Press Alt D to select the the web page address in the address bar (Internet Explorer, Google Chrome and Safari).

- Press F4 to view the most recently visited websites in the drop down box of the address bar (Internet Explorer only).

# Common Keyboard Shortcuts in Windows

In Applications

- Make text bold with Ctrl B , italicized with Ctrl I , and underlined with Ctrl U (these do not work in Notepad).

- Use Home or End to go the beginning or end of a line of text, respectively. Add Ctrl to either of these keys to go the beginning or end of the document.

- To change font size, select the text and press Ctrl > or Ctrl < . Note that this font sizing tip does not work in Notepad.

- To save a document, press Ctrl+S. This is common in just about any application, including Microsoft Word and Notepad.

- To save a document as, type F12. This also applies for most applications.

# Common Keyboard Shortcuts in Windows

The following table contains keyboard shortcuts for working with Magnifier.

| Press this key | To do this |
| --- | --- |
| Windows logo key + Plus Sign (+) or Minus Sign (-) | Zoom in or out |
| Ctrl+Alt+Spacebar | Preview the desktop in full-screen mode |
| Ctrl+Alt+F | Switch to full-screen mode |
| Ctrl+Alt+L | Switch to lens mode |
| Ctrl+Alt+D | Switch to docked mode |
| Ctrl+Alt+I | Invert colors |
| Ctrl+Alt+arrow keys | Pan in the direction of the arrow keys |
| Ctrl+Alt+R | Resize the lens |
| Windows logo key + Esc | Exit Magnifier |

# Common Keyboard Shortcuts in Windows

The following tables  contains keyboard shortcuts for working with Windows Explorer windows or folders.

| Press this key | To do this |
|---|---|
| CTRL+N | Open a new window |
| END | Display the bottom of the active window |
| HOME | Display the top of the active window |
| F11 | Maximize or minimize the active window |
| NUM LOCK+ASTERISK (*) on numeric keypad | Display all subfolders under the selected folder |
| NUM LOCK+PLUS SIGN (+) on numeric keypad | Display the contents of the selected folder |
| NUM LOCK+MINUS SIGN (-) on numeric keypad | Collapse the selected folder |
| LEFT ARROW | Collapse the current selection (if it is expanded), or select the parent folder |
| ALT+LEFT ARROW | View the previous folder |

# Common Keyboard Shortcuts in Windows

| | |
|---|---|
| **RIGHT ARROW** | Display the current selection (if it is collapsed), or select the first subfolder |
| **ALT+RIGHT ARROW** | View the next folder |
| **CTRL+Mouse scroll wheel** | Change the size and appearance of file and folder icons |
| **ALT+D** | Select the Address bar |

# Common Keyboard Shortcuts in Windows

Tips for Navigating your network Drive
Miscellaneous

Press Shift , then drag the mouse over the files that you want to select, to select multiple files at once.

Alternatively you can hold Ctrl and click on each file individually.

Ctrl A Select All

Ctrl C - Copy.

Ctrl X – Cut

Ctrl V – Paste

Ctrl Z – Undo

Ctrl Y - Redo